Abdul Gafoor M

Dubai

United Arab Emirates

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MASTER OF BUSINESS ADMINISTRATION (FINANCE)

* A qualified and dynamic MBA Professional with over 2 years of experience in the field of Finance, fund management, team management, business development and investment management.
* Examine financial information in order to make sound suggestion to businesses on how to invest money and often use statistical software and spreadsheets to analyse the facts they gather.
* Makes reports to their employers on the result of their research and evaluate and analyse company’s financial situation.
* Assisting the customers look for good investments and determine when a derivative instrument should be bought or sold, and try to predict what will happen to the derivative instrument in the future.
* Have strong presentation, communication, analytical, multitasking and prioritization skills.

PROFESSIONAL DEVELOPMENT / STATUS

MBA FINANCE (Visvesvaraya Technological University) 2008-2010

PGDFM FINANCE (Annamali University) 2009-2010

B.COM FINANCE (Calicut University) 2004-2007

H.S.C Board of Higher Secondary Education Kerala 2002-2004

S.S.L.C Board of Education Kerala 2002

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

FINANCIAL ANALYST 2010-2011

BENZCOM CONSULTING PVT LTD

* Analysing the US market via tfc chart and fxstreet and making reports to their employers on the result of their research.
* Examine the financial information in order to make sound suggestion to businesses on how to invest money and often use statistical software and spreadsheets to analyse the facts they gather.
* Evaluate and analyse company’s financial situation.
* Helping customers look for good investment and determine when a derivative instrument should be bought or sold.
* Try to predict what will happen to the derivative instrument in the future.

ACCOUNTS ASSISTANT

STP GROUP OF COMPANIES 2007-2008

* Keeping accurate financial records for the business.
* Designing and controlling of system of records.
* Planning and monitoring.
* Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transaction.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedure.
* Analyse revenue and expenditure trends and recommend appropriate budget level, and ensure expenditure control.
* Interact with internal and external auditors in completing audits.

FINANCE / INVESTMENT MANAGEMENT

* Analyzing figures to evaluate business performance with benchmarking to time and competitors.
* Profitability, investment, cash flow analysis for long term benchmarking.
* Developing and customizing financial products to meet target customers requirement.
* Carrying out investment and portfolio management.
* Responsible for cash management in a business environment.

TEAM MANAGEMENT

* Actively coordinate staff recruitment, selection process operational activities of the HR section.
* Leading, monitoring and training the performance of the team members to ensure efficiency in process operation and meeting of individual group and targets.
* Creating and sustaining a dynamic environment that fosters development opportunities and motivate high performance among team members.

INDUSTRY EXPOSURE

* Project work undertaken in Capital Structure for the Steel Complex Ltd for a period of 10 weeks.
* Mini project undertaken in analysis and interpretation of financial statements for the digifour technologies pvt ltd.

## ACHIEVEMENTS

* Member of Coordinator Committee of All India Management fest held at TJIT in 2009.
* Have attended several management seminars and meets.

## PERSONAL ATTRIBUTES

* Analytical
* Creative
* Confident
* Adaptable
* Team Player

## TECHNICAL SKILLS

* OPERATING SYSTEM: Windows7, Windows vista, Xp, 2000, 98, 95, Dos, Linux.

## APPLICATION SOFTWARE: Office2007, Sql, Html, Photoshop, Corel Draw, Pagemaker.

## PERSONAL PROFILE

Name : ABDUL GAFOOR

Age & Date of Birth : 25 years, 02.02.1986

Gender : Male

Nationality : Indian

Marital status : Single

Languages known : English, Malayalam & Hindi

PASSPORT AND VISA DETAILS

Passport Number: J2737234

Place of Issue : Malappuram

Date of Issue : 29/09/2010

Date of Expiry : 28/09/2020

Visa Status : Visit Visa

Validity of Visa : Till 12/06/2011

## Declaration:

The above information provided is correct to the best of my knowledge and shall be grateful if you provide me the chance to work with you. I believe that my skills will equip me to take up a challenging job at your organization. I am confident that I have the skills that you seek, and look forward to meet you in person to discuss further.

Yours sincerely

ABDUL GAFOOR.M